

Management Officer

8 September 1949

Services Officer

Administrative Instructions, 40 Series, Services

1. Reference is made to my memorandum dated 19 August 1949, subject as above. Attached hereto is a draft of the revised Administrative Instructions of the 40 Series pertaining to Services. The introduction to Title 40 includes all current procurement contractual delegations to the Services Officer and the other authorized personnel of the Services Office.

2. As agreed in previous discussions on the subject, Instructions 1 through 4, 6, 10, 13, 15, and 16 are to be revised by the appropriate office.

3. Current Instructions 5, 7, 8, 9, 11, 12, 14, 17, 18, 19, 20, and 21 have been revised and are incorporated in our draft.

4. The concurrence of the Chairman, CIA Property Survey Board is noted on page 15, paragraph 2, titled "Survey Board". This incorporates current Administrative Instruction No. 40-11.

5. The Budget Officer's concurrence as to the text of Section IV, No. 40-4, "Services by Public Buildings Administration", is noted on page 23. The Budget Officer feels that this section deals primarily with budgetary matters and should be issued as a 30 Series. However, since it falls into the category of Services, we have included it in the 40-4, "Field Procurement, CIA Field Offices Within the Continental Limits of the United States."

6. It is proposed to allow a 2-inch margin at the bottom of each page to facilitate the insertion of additions or deletions without revising the entire instruction. The effective date of the instructions would be noted at the bottom of each page. Future changes would be dated and signed by the Executive.

7. The signature of the Executive on the initial publication of these instructions could be at the end of the introduction or by means of a forward to be added when the instructions are published. It is proposed to use only one side of the sheet which will permit the reverse side to be used for notes or written procedures issued pursuant to the instruction.

Document No. 24  
NO CHANGE in Class. ☐  
☒ DECLASSIFIED  
Class. CHANGED TO: TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 06 APR 1978 By: 024

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8. Prior to publication of these Administrative Instructions, it is requested that the draft be returned with your comments for final coordination and concurrence.

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Attachment

HJP:rs

cc: AVE Chrono  
AVE Management File ✓  
AVE 40 Series

*By Hand 9/8/49*

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